

## Job Description of Police Department Mechanic / Maintenance Person.

The employee shall be responsible for repairing and maintenance of the fleets of police department vehicles, trailers and other related duties as assigned by the Chief of Police.

That person shall be responsible for all aspects of cleaning and maintenance of the police interior and exterior and curtilage.

Maintenance of Police Department vehicles and those town vehicles approved by the Chief of Police:

1. To include all aspects of manufacturer's scheduled preventative maintenance of vehicles. General vehicle repairs such as, but not limited to mufflers, front ends, shocks and suspension systems, drive train, brakes, emission systems, tire mounting balancing, changing, etc. and electrical work, with the exception of advanced computerized systems requiring specialized equipment.
2. Maintain up to date maintenance and repair records on all vehicles and other department equipment. Those records shall include a vehicle mileage, replacement parts, oil changes, other lubrications and any other work performed on fleet vehicles. All receipts and charges are to be turned into the Chief's Office. Maintenance shall follow all health and safety procedures when cleaning cruisers and building..
3. Monitoring of the Emergency Generator, including starting the unit weekly, maintenance of the generator, including checking the unit oil, etc.

Maintenance of Police Headquarters Building:

1. Cleaning all interior areas of the building including but not limited to all work areas, cells, and restrooms.
2. Light building exterior maintenance reattach shingles and trim, sealer or paint same.
3. Maintain interior walls, doors and glass or any area requiring cleaning and or painting.
4. Repair broken glass; maintain plumbing and lighting fixtures, which does not require a licensed plumber or electrician.
5. All other related duties as required by the Chief of Police.

Maintenance of Curtilage includes but is not limited to:

1. Keeping the parking lot clean and the parking lines painted
2. Cutting and trimming all grass, maintaining plants and garden. Cutting the grass in the Historical Cemetery east of the police station property line.
3. Remove snow from all building entrances and spread sand or deicer.

Tiverton Police Headquarters

20 Industrial Way

Tiverton, Rhode Island 02878

## APPLICATION FOR EMPLOYMENT

This application must be typed or clearly printed in ink. All items in this application must be filled in completely, correctly and truthfully, to the best of your knowledge, and signed by the applicant. Any applications that are incomplete and/or illegible may be rejected by the Town of Tiverton.

### SECTION I - PERSONAL HISTORY

NAME: Last		First		Middle	
PRESENT HOME ADDRESS		CITY		STATE	ZIP CODE
MAILING ADDRESS - If Different					
DATE OF BIRTH (MM/DD/YR)		SOCIAL SECURITY NUMBER		HOME TELEPHONE NUMBER	
ARE YOU A RESIDENT OF R.I.? YES <input type="checkbox"/> NO <input type="checkbox"/>		IF NO, THEN WHAT STATE?		ARE YOU A CITIZEN OF THE U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>	
ARE YOU A LICENSED AUTOMOBILE OPEARTOR? YES <input type="checkbox"/> NO <input type="checkbox"/>		OPERATOR LICENSE NUMBER		STATE	
HAS YOUR LICENSE EVER BEEN SUSPENDED OR REVOKED? IF YES, WHAT STATE AND REASON. YES <input type="checkbox"/> NO <input type="checkbox"/> STATE					
HAVE YOU EVER SUBMITTED AN APPLICATION FOR EMPLOYMENT WITH THE TIVERTON POLICE DEPARTMENT? IF YES, LIST DATES. YES <input type="checkbox"/> NO <input type="checkbox"/> DATES					
HAVE YOU EVER SUBMITTED AN APPLICATION WITH ANY OTHER LAW ENFORCEMENT AGENCY IN THE U.S.? IF YES, INDICATE THE AGENCY/S AND THE DATE/S OF THE APPLICATIONS. YES <input type="checkbox"/> NO <input type="checkbox"/>					
AGENCY			DATE		

THE TOWN OF TIVERTON IS AN EQUAL OPPORTUNITY EMPLOYER

## SECTION II - EDUCATION

DATES				SCHOOLS / COLLEGES			
FROM		TO					
MO.	YR.	MO.	YR.				
				HIGH SCHOOL		MAJOR	DIPLOMA OR DEGREE
				ADDRESS	CITY / TOWN	STATE	
				COLLEGE OR UNIVERSITY		MAJOR	DIPLOMA OR DEGREE
				ADDRESS	CITY / TOWN	STATE	
				COLLEGE OR UNIVERSITY		MAJOR	DIPLOMA OR DEGREE
				ADDRESS	CITY / TOWN	STATE	
				OTHER EDUCATIONAL INSTITUTIONS		MAJOR	DIPLOMA OR DEGREE
				ADDRESS	CITY / TOWN	STATE	

WERE YOU EVER SUSPENDED, DISMISSED, OR EXPELLED FROM ANY OF THE ABOVE SCHOOLS OR ANY OTHER EDUCATIONAL INSTITUTIONS, DURING YOUR SCHOLASTIC CAREER?

YES ☐ NO ☐ SCHOOL \_\_\_\_\_ DATE \_\_\_\_\_ TYPE OF ACTION \_\_\_\_\_

LIST ANY AWARDS, HONORS, CITATIONS, POSITIONS HELD IN SCHOOL ORGANIZATIONS, ATHLETIC ENDEAVORS, OR OTHER SPECIAL RECOGNITION YOU HAVE RECEIVED WHILE ATTENDING SCHOOL

1.

### SECTION III - FORMER ADDRESSES

LIST CHRONOLOGICALLY ALL OF YOUR RESIDENCES IN THE PAST TEN YEARS, INCLUDING THOSE IN THE MILITARY (OFF BASE) AND THOSE WHILE AWAY FOR SCHOOL IF APPLICABLE. PLEASE ACCOUNT FOR ALL TIME. USE ANOTHER SHEET OF PAPER IF NECESSARY.

DATES				STREET ADDRESS	CITY	STATE	ZIP
FROM		TO					
MO.	YR.	MO.	YR.				

### SECTION IV - MILITARY SERVICE RECORD

Read and Answer **ALL BOXES** within this section, if applicable.

HAVE YOU EVER SERVED ON ACTIVE DUTY IN THE ARMED FORCES? YES <input type="checkbox"/> NO <input type="checkbox"/>		BRANCH OF MILITARY SERVICE	
HIGHEST RANK ATTAINED:		DATE COMMISSIONED (If applicable)	
TYPE OF DISCHARGE		BASIS OF DISCHARGE	
SERIAL NUMBER	DATES OF ACTIVE DUTY (MM/DD/YY) FROM     /     /     TO     /     /		WAS ANY TYPE OF DISCIPLINARY ACTION TAKEN AGAINST YOU WHILE IN THE SERVICE? YES <input type="checkbox"/> NO <input type="checkbox"/> ACTION:
HAVE YOU OR ARE YOU NOW SERVING IN A MILITARY RESERVE UNIT? IF YES, THEN WHAT BRANCH?		YES <input type="checkbox"/> NO <input type="checkbox"/>	BRANCH:
HAVE YOU OR ARE YOU NOW SERVING IN A NATIONAL GUARD UNIT? IF YES, THEN WHAT UNIT?		YES <input type="checkbox"/> NO <input type="checkbox"/>	

### SECTION V - EMPLOYMENT HISTORY

LIST ALL EMPLOYMENT CHRONOLOGICALLY, INCLUDING SUMMER AND PART-TIME EMPLOYMENT, FOR THE LAST FIVE YEARS. BE SURE TO ACCOUNT FOR TIME WHILE UNEMPLOYED, IF APPLICABLE. ALL TELEPHONE NUMBERS ARE MANDATORY

COMPANY NAME	NAME OF SUPERVISOR	TELEPHONE (     )
ADDRESS / CITY / STATE		
SALARY / WAGES	TYPE OF WORK	POSITION
STARTING DATE /     /	ENDING DATE /     /	REASON FOR LEAVING

## SECTION V - EMPLOYMENT HISTORY (continued)

COMPANY NAME	NAME OF SUPERVISOR	TELEPHONE (     )
ADDRESS / CITY / STATE		
SALARY / WAGES	TYPE OF WORK	POSITION
STARTING DATE /     /	ENDING DATE /     /	REASON FOR LEAVING

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ADDRESS / CITY / STATE		
SALARY / WAGES	TYPE OF WORK	POSITION
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ADDRESS / CITY / STATE		
SALARY / WAGES	TYPE OF WORK	POSITION
STARTING DATE /     /	ENDING DATE /     /	REASON FOR LEAVING

HAVE YOU EVER BEEN DISMISSED OR FORCED TO RESIGN FROM A POSITION?

YES ☐ NO ☐

IF YES, GIVE NAME OF EMPLOYER \_\_\_\_\_

## SECTION VI - CHARACTER REFERENCES

LIST THREE REFERENCES, WHO ARE REPUTABLE CITIZENS OF THEIR COMMUNITIES, AND ARE WILLING TO ATTEST TO YOUR CHARACTER AND REPUTATION. LIST THOSE WHO HAVE KNOWN YOU FOR AT LEAST FIVE YEARS, PREFERABLY THE LAST FIVE YEARS. (DO NOT INCLUDE ANY PRESENT OR PAST EMPLOYERS. ANY RELATIVES BY BLOOD OR MARRIAGE, OR SCHOOL TEACHERS)

COMPLETE NAME	OCCUPATION	NO. OF YEARS KNOWN	
RESIDENCE ADDRESS	CITY	STATE	ZIP
BUSINESS ADDRESS	CITY	STATE	ZIP

COMPLETE NAME	OCCUPATION	NO. OF YEARS KNOWN	
RESIDENCE ADDRESS	CITY	STATE	ZIP
BUSINESS ADDRESS	CITY	STATE	ZIP

COMPLETE NAME	OCCUPATION	NO. OF YEARS KNOWN	
RESIDENCE ADDRESS	CITY	STATE	ZIP
BUSINESS ADDRESS	CITY	STATE	ZIP

## SECTION VII - COURT RECORDS

HAVE YOU EVER PLED GUILTY, NOLO CONTENDRE, OR BEEN CONVICTED OF ANY MISDEMEANOR OR FELONY OFFENSE?

YES ☐ NO ☐ IF YES, LIST ANY CONVICTIONS BELOW.

DATE	PLACE AND DEPARTMENT	CHARGE (S)	FINAL DISPOSITION

## SECTION VIII - DRIVING RECORD

LIST ALL MOTOR VEHICLE VIOLATIONS YOU HAVE RECEIVED OVER THE LAST TEN YEARS.

DATE	VIOLATION	POLICE DEPARTMENT	DISPOSITION

LIST ALL ACCIDENTS YOU HAVE BEEN INVOLVED IN WHILE OPERATING A MOTOR VEHICLE OVER THE LAST TEN YEARS.

DATE	TYPE	POLICE DEPARTMENT	WERE YOU INJURED?	WERE YOU FOUND AT FAULT?
			YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
			YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
			YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
			YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

## PERSONAL QUESTIONNAIRE

LIST ANY SKILLS THAT WILL BE BENEFICIAL TO THE TIVERTON POLICE DEPARTMENT  
RELATIVE TO THE POSITION THAT YOU ARE APPLYING FOR ( YOU MAY ATTACH A  
SEPARATE PIECE OF PAPER OR RESUME):

I HAVE READ THIS APPLICATION AND THE ENTRIES MADE HEREIN, AND HEREBY STATE  
THAT ALL SUCH STATEMENTS MADE BY ME ARE TRUE. I UNDERSTAND THAT ANY FALSE  
OR MISLEADING INFORMATION GIVEN IN THIS APPLICATION MAY SERVE AS THE BASIS  
FOR DISMISSAL FROM THE SELECTION PROCESS.

I AGREE TO THESE CONDITIONS, AND I HEREBY CERTIFY THAT ALL STATEMENTS MADE  
BY ME ON THIS APPLICATION ARE COMPLETE, CORRECT AND TRUTHFUL TO THE BEST  
OF MY KNOWLEDGE.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_